

FIN

11 MAR 1987

MEMORANDUM FOR: Special Support Assistant to the Deputy
Director for Administration

VIA: Executive Officer, OL

FROM:
Real Property Assistant
Real Estate Branch, RECD/OL

STAT

SUBJECT: Authorization of Actual Subsistence
Approval - SSA/DDA

STAT

1. The enclosed expenses for an approved trip to Chicago are submitted for authorization of actual subsistence because of specific difficulties in obtaining motel reservations on the above mentioned trip.

2. The course, "The Design, Operation and Maintenance of Building Systems (Part II)", was given at the American Oil Company Building in downtown Chicago. Unfortunately, during that week in the same area the National Food Processing Conference and the Chicago Gift Show were being held. Motels were fully booked, and a room at the Chicago Downtown Marriott Hotel was the closest available to the government rate.

3. Approval is requested for the \$93.58 per day cost of the motel room instead of the regular government rate of \$72.00 per day. Accommodations within the government rate would have made it necessary for me to need daily roundtrip transportation.

4. If there are any further questions that I can answer, please call me on

STAT
STAT

OL-13069-87



UNCLASSIFIED

SUBJECT:

Authorization of Actual Subsistence
Approval - SSA/DDA

STAT

STAT

Attachment:

Travel Documentation

APPROVED

STAT

3-17-87

Date

Actual subsistence, up to \$105 per
day, plus \$22.00.

OL/RECD/REB/SHS: (10 Mar 87)

STAT

Distribution:

- Orig - Addressee & Return to OL/RECD/REB/SHS, w/att (Official)
- 2 - SSA/DDA, w/o att
- 1 - OL Files, w/o att
- 1 - B&FB/OL, w/att
- 1 - RECD/REB/SHS Hold Copy, w/att
- 1 - RECD/REB/SHS Chrono, w/o att

UNCLASSIFIED